

UNLIMITED ALTERNATIVES

JOB DESCRIPTION

Job Title: Peer Support Specialist/Peer Recovery Coach
Reports To: Program Director
Status: Part-time: hourly, less than 40 hours per week, non-exempt
Full-time: hourly, 32-40 hours per week, non-exempt

Program Overview

Unlimited Alternatives is a Peer Run Drop-In Center whose mission is to empower community members experiencing mental health and/or substance use concerns by providing peer support, connections to community resources, and encouragement to achieve personal goals. Peer Support Specialists offer support, advocacy, and education to individuals participating in the program.

Position Summary

Provides peer support services and compassionately assists clients with determining personal goals for recovery within a framework of standard policies and procedures under the general supervision of a supervisor.

Programming Responsibilities

- Promote the dignity and respect of individuals attending the program, as well as staff
- Effectively and appropriately use your lived experience pertaining to recovery and participation in services and supports while interacting with individuals in the program
- Facilitate support groups and meetings such as Pathways to Recovery, Hearing Voices, SMART Recovery
- Lead health and wellness classes such as WRAP, WHAM, and Smoking Cessation
- Educate and assist individuals in accessing necessary community resources
- Possess and maintain a working knowledge of community resources and services in Kent County, primarily relating to mental health, substance use, and homelessness

Organizational Responsibilities

- Promote the mission and values of Unlimited Alternatives
- Participate in organizational outreach activities
- Participate in staff meetings and training activities
- Maintain current status in all required training
- Follow all organizational policies and procedures, including policies related to the HIPAA privacy rules regarding individually identifiable health information of individuals served

Peer Support Professionalism

- Continuously interact with the goal of encouraging community inclusion, increased productivity, independence, resiliency, and recovery
- Subscribe to, and have the ability to apply, the concept of personal recovery as it applies to mental health and substance misuse
- Maintain appropriate work and personal boundaries with individuals participating in the program

UNLIMITED ALTERNATIVES

JOB DESCRIPTION

MINIMUM QUALIFICATIONS

- High school diploma or equivalent
- Certification as a Peer Support Specialist with the State of Michigan or be eligible to become certified by the State as a Peer Support Specialist, which requires an individual to be a “current or former primary consumer of mental health services through a Community Mental Health system,” per the Medicaid Provider Manual
- Actively maintaining your recovery and wellness
- The ability to work independently and be self-motivated, practicing effective time management
- Excellent written and verbal communication skills
- Possess intermediate skills in basic computer programs, including internet functions, Zoom Gmail, Google Drive, and other Google functions.
- Possess a valid State of Michigan driver’s license or state ID
- Must provide own transportation to and from work

MINIMUM PHYSICAL REQUIREMENTS

- Ability to use computer, telephone, copy machine, and various office equipment
- Exerts up to 20 pounds of force frequently and/or up to 10 pounds constantly to move objects
- Ability to frequently bend, stoop, and kneel
- Ability to sit or stand for extended periods of time

WORK ENVIRONMENT

- Busy human services, requiring regular one-to-one contact with individuals

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required and may be amended at any time with or without notice. Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.